

**Income Maintenance Advisory Committee  
Department of Health and Family Services  
Division of Health Care Financing  
August 19, 2004  
\*Minutes\***

County Attendees: **Jackie Bennett**, Racine Co.; **Shiela Drays**, Dodge Co.; **Joanne Faber**, Washington Co.; **Lori Felbringer**, Waupaca Co.; **Liz Green**, Dane Co.; **Jane Huebsch**, Marathon Co.; **Ed Kamin**, Kenosha Co.; **Shirley Kitchen**, Dodge Co.; **Doreen Lang**, Wood Co.; **Bob Macaux**, Florence Co.; **Sharon Oldenburg**, Rock Co.; **John Rathman**, Outagamie Co.; **Felice Riley**, Milwaukee Co.; **Margaret Romens**, Dane Co.; **Shirley Ross**, LaCrosse Co.; **Sue Schmitz**, Waukesha Co.; **Sheryl Siegl**, Winnebago Co.

State Attendees: **Mary Claridge**, DHFS/DMT; **Bernadette Connolly**, DHFS/BIMA; **Sara Edmonds**, DHFS/BHCE; **Theresa Fosbinder**, DHFS/BHCE; **Essie Herron**, DHFS/BIMA; **Vicki Jessup**, DHFS/BIMA; **Bob Martin**, DHFS/BHCE; **Cheryl McIlquham**, DHFS/BHCE; **Amy Mendel-Clemens**, DHFS/BHCE; **Gerry Meyhew**, DWD; **Jodi Ross**, DHFS/BIMA; **Marilyn Rudd**, DHFS/BIMA; **Evie Ryan-Tondryk**, DHFS/BHCE; Janice Tripp, DHFS/OSF;

### **Administrative Items**

- July meeting minutes were approved.
- DHFS will not be making any major CARES changes from October 1, 2004 and continuing through March 1, 2005, as resources are being devoted to the CARES Worker Web.
- It has been discovered that counties reporting MA Transportation Administrative costs on CARS profile #132 and going over the contract allocation on CARS profile #131 are not getting full reimbursement. However, counties only reporting expenses on CARS profile #131 are receiving full reimbursement. Testing and solutions are being researched.
- Sheryl Siegl is retiring from Winnebago County as of October 15<sup>th</sup>. The Committee thanked Sheryl for the work she has done for the IMAC.

### **IM Contract**

Cheryl McIlquham distributed a draft of the 2005 language for the IM Appendix to the state-county contract.

A concern was raised regarding new language concerning IT requirements. The Department agreed to discuss this issue further and report back to the committee.

Cheryl also distributed a draft copy of Fraud Administrators Memo 04-04.

## **WCHSA Executive Board Meeting**

A group of IMAC and Visions Sub-committee members presented the FY 05 funding model to the WCHSA update August 5th. It was reported that while WCHSA overall expressed support of the development of the model, they believe that the model should be fully funded with state and federal funds.

## **Training Updates**

The Training and Technical Assistance Committee has been spending a lot of time on the CARES Worker Web, as well as other training classes now taking place (see the handout below). Theresa Fosbinder and other committee representatives presented a Worker Web Training Model for consideration.

The overall model was supported by the IMAC committee. However, there was a great deal of discussion regarding a proposal that would require workers to pass an assessment before receiving a login id for the worker web. County members asked for some time to discuss this issue within their agencies, and then continue the discussion at the IMAC in September.



**IMAC TRAINING AND TECHNICAL ASSISTANCE (TATA) SUBCOMMITTEE  
ACTIVITIES REPORT AND IMAC ISSUES  
AUGUST 19, 2004**



**2004 MEMBERSHIP**

Keli Pope	Kenosha County
Vicki Jessup	BHCE – Quality Assurance
Vanessa Robertson	Milwaukee County
Deb Solis	Dane County
*Jenny Hoffman	Brown County
*Russell Yancey	Milwaukee County
Jeff Brikowski	BHCE – Food Stamp policy section
Pam Lohaus	DHFS/Regional Office
Stacia Jankowski	BHCE - Outreach
Dave Hippler	BHCE - Communications
Melissa Otter	BHCE – Systems
Lynda Fischer	DWD/ DWD-DHFS Partner Training Services (PTS)
Staci Wanty	UWO-CCDET/DWD-DHFS Partner Training Services (PTS)
Judy Johnson	UWO – CCDET/PAC
Margaret Romens	Dane County
Kevin Raines	Waukesha County/ DWD-DHFS Partner Training Services (PTS)
Julie Loebel	ACS/DWD-DHFS Partner Training Services (PTS)
Tricia Bless	UWO-CCDET/DWD-DHFS Partner Training Services (PTS)
*Theresa Fosbinder	BHCE/DWD-DHFS Partner Training Services (PTS)
* Co-chairs	

**CHARTER**

**IMAC TRAINING AND  
TECHNICAL  
ASSISTANCE  
SUBCOMMITTEE**

This subcommittee was created in 2003 to impact all aspects of training and technical assistance services to local agencies and their workforce according to individual needs to achieve better program integrity and

**2004 ACTIVITIES: APRIL - AUGUST**

MEETING DATE	MEETING TOPIC	ACTIVITIES
April 2004	No meeting	
May 2004	Distance learning, CARES Worker Web	Received IM training updates, continued discussion of mandatory training issue paper, provided feedback on current distance learning initiatives, participated in a presentation on the CARES Worker Web by Jim Jones, conducted an initial review of the CARES Worker Web training plan.
June 2004	No meeting	
July 2004	Distance learning, CARES Worker Web training plan	Discussed PTS Learning Center worker profile and reports and provided feedback, reviewed progress and provided feedback on current distance learning initiatives, conducted a detailed review of CARES Worker Web training plan, made a decision to support CARES Worker Web training plan with included recommendations.
August 2004	CARES Worker Web training plan, Electronic Case File	Received update on Electronic Case File project, continued review of CARES Worker Web training plan, created CARES Worker Web training plan support paper for IMAC review.

**TOPICS TO SHARE AT AUGUST 19 FULL IMAC MEETING**

- **Quarterly Training Updates – August Wisline Web opportunity**
- **PTS Learning Center Learner Profile Update**
- **Participation/completion data for current online courses**
- **CARES Worker web proposed training plan**

**DHFS Online Course Data  
As of 8/16/04**

**Food Stamp Reduced Change Reporting Phase IIA**

Start date: February 2004

End date: Ongoing

Universe of workers: 1114 Food Stamp workers statewide

248 Milwaukee

866 balance of state

**Milwaukee**

Actual Number Enrolled	Percent of Worker Population	Actual Number Complete	Percent of Worker Population
42	17%	24	10%

**Balance of State**

Actual Number Enrolled	Percent of Worker Population	Actual Number Complete	Percent of Worker Population
689	79.5%	494	57%

**Food Stamp Reduced Change Reporting Phase IIB**

Start date: June 2004

End date: September 30, 2004

***This course is mandatory for all workers who determine FS eligibility.***

Universe of workers: 1114 Food Stamp workers statewide

248 Milwaukee

866 balance of state

**Milwaukee**

Actual Number Enrolled	Percent of Worker Population	Actual Number Complete	Percent of Worker Population
212	85%	198	80%

**Balance of State**

Actual Number Enrolled	Percent of Worker Population	Actual Number Complete	Percent of Worker Population
772	89%	603	70%

- The end date for this course was recommended by IMAC at the May 2004 meeting.
- Agencies will be notified of current worker participation and completion of this mandatory course early in the week of August 23. This will allow more than a month to ensure that all appropriate staff complete this course by the September 30 deadline.
- Information about how to ensure that those who have completed the course get credit for completion will be included in the agency notification next week, as well as the Quarterly Training Update WisLine Web events on the August 23 and 26.

### **Employer Verification Processing (EVP)**

Start date: May 2004

End date: Ongoing

### **Target audience for this is all FS/MA and W-2 workers statewide**

Universe of workers: 2500 Food Stamp/Medicaid/W-2 workers

800 Milwaukee (approximation)

1700 balance of state (approximation)

### **Milwaukee**

Actual Number Enrolled	Percent of Worker Population	Actual Number Complete	Percent of Worker Population
52	6.5%	35	4%

Note: Milwaukee is currently involved in facilitated learning events using the EVP distance based curriculum. Facilitation is being provided by teams of county and state trainers. It is expected that EVP training will be completed in Milwaukee by September 9, 2004.

### **Balance of State**

Actual Number Enrolled	Percent of Worker Population	Actual Number Complete	Percent of Worker Population
644	38%	530	31%